

2014

Green Procurement Policy



MCSS

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INTRODUCTION

To be completed by MCSS

POLICIES

MCSS will strive to achieve the highest possible standards of sustainability by implementing sustainable guidelines for MCSS-run events and by enforcing that those same guidelines be followed by all clubs under MCSS jurisdiction. Our goal is that this procurement policy and its guidelines evolve along with the research and development in the field of sustainability. Our hope is that the Green Procurement Policy be extended such that it be utilized by the Macdonald Campus of McGill University in its entirety rather than solely for MCSS purposes.

Social

- Given that the purpose of the Green Procurement Policy was to develop a set of ecological guidelines for MCSS, this project largely emphasized the environmental and economical aspects. As such, future studies will focus on evaluating how to incorporate the social component within the procurement policy.
- Further implications should focus on creating a reference list of professors that are largely involved in student development projects at the Macdonald campus. It should be noted however, that those creating such a list should seek the authorization of the professors prior to adding their names to the reference list. Accomplishing such a task would prove socially beneficial to all parties involved.

Environmental

- MCSS aspires to reduce, reuse and recycle.
 - To do so, MCSS will implement a sustainable waste management system and incorporate a shared club inventory.
 - This will then positively influence consumption habits and decrease the use of material resources.

Economical

- Promote economic efficiencies in MCSS' events and activities that encourage a sustainable interaction in the environment.
- Through the implementation of a sustainable waste management system and a shared club inventory program, this will in turn decrease costs.

GENERAL GUIDELINES

*It should be noted that the following guidelines can be modified as needed.

Advertizing

There should be a designated central advertising location in both the Macdonald Stewart building and the Centennial Centre that advertizes relevant and current information pertaining to apartment rentals, both club and MCSS events in addition to any other activities occurring in the school.

There will be two main methods by which such information will be advertized. The first being traditional poster advertisements and the second being electronic advertisements displayed on televisions located in frequently visited areas of the Centennial Centre. Although, poster are not the most sustainable alternative, MCSS will strive to slowly graduate to implementing electronic advertising on a large scale in order to minimize the negative environmental effects linked to using paper advertisements.

All information demonstrated on the electronic billboards will be updated along with the mouthpiece.

Person Responsible:

MCSS Secretary

Vice- President Communication

Vice-President Internal Affairs

Cleaning Products

All cleaning products purchased by MCSS should be:

- Non-toxic
- Biodegradable

Person Responsible:

Environmental Advisor

Disposal of Electronic Equipment

All outdated MCSS owned electronic equipment should either (a) be donated to an organization or (b) be disposed of in a sustainable fashion. If the unwanted items are to be disposed of, Reboot McGill, should be contacted. In doing so, the items in questions will be disposed of in an environmental friendly manner by a reputable company. Additionally, given their proximity to Macdonald campus, both transportation costs and greenhouse gas emissions will be low.

Disposal of Waste:

All brown compost bins will be collected by the city of Sainte-Anne de Bellevue. Leaves and grasses that are collected on campus can be composted at the Horticulture Center, MSEG, the Mac Farm, the Community Garden, &/or local farms. Such compost is utilized on campus for landscaping purposes.

Person Responsible:

Environmental Advisor

Members at Large

Food & Drink for MCSS-Run Events

Here at Mac, we strive to support locally grown produce and juices. Here is a list of food suppliers ranked from most local (higher priority) to less local (lowest priority).

Food

Macdonald Campus:

- All greenhouse production courses (**If quantities are available)
- MSEG, Horticulture Center & Community Garden

Local Farms:

- Carya (diversified vegetable producers)
- Zephyr (diversified vegetable producers)
- Tournesol (diversified vegetable producers)
- Coop Du Grand Orme

Local Public Markets:

- Marché St-Anne (Only Saturday Morning)
- Marché Ile Perrault (Summer, Wednesday from 14:00-21:00)

Other:

- Marché Richelieu
- Adonis
- Costco

Are plates required? If so, what kind?

- Standard plates are available in the kitchen just behind the Ceilidh.
- Compostable plates are available through MCSS inventory particularly for large events.

Are utensils required?

- Utensils are available in the kitchen just behind the Ceilidh.

Are napkins required?

- Green or Eco napkins are available through MCSS inventory.

Person Responsible:

Vice-President Business Operations

Vice-President Internal Affairs

Environmental Advisor

Members at Large

Inventory

The goal of using a shared club inventory is to:

- To ensure that all storage rooms are clean and organized.
- Identify what items or resources a particular club has access to.
- To have a clear list of all club items and all items in the storage rooms.

Drink (non-alcoholic)

Macdonald Campus:

- Horticulture Center

Local Farms:

- Coop Du Grand Orme

Local Public Markets:

- Marché St-Anne (Only Saturday Morning)
- Marché Ile Perrault (Summer, Wednesday from 14:00-21:00)

Other:

- Marché Richelieu
- Adonis
- Costco

Drink (alcoholic)

- If alcohol is purchased from la SAQ it would be preferable if it were locally produced.
- If an event is sponsored, the alcoholic beverages that are sold should be locally produced.

Are cups required? If so, what kind?

- For relatively small events glass cups can be used and are available in the kitchen just behind the Ceilidh.
- For large events durable plastic and compostable cups can be made available through the MCSS inventory.

- The shared inventory system for Fall 2014 is located at the MCSS counter in the Centennial Center.
- All clubs are responsible for returning the borrowed items on time and for replacing an item in the occasion that it may be lost or broken.

Once a club is aware of what resources are available to them, it becomes much easier to apply for funding and to organize events of any kind. It should be noted that a club's inventory is mandatory before applying for a fund request. An inventory software will be implemented in 2015 with Provender (Caithrin Rintoul) in order to further facilitate the shared inventory system.

🔍 INVENTORY 🔍

Item	Club Name	Item type (equipment, material, land)	Quantity	Market Price	Current Value	Storage Room (Mun.ca, Bird, CCI-117, other offices)
Soup Kettle	OGP	matériel	2	\$100	45,00 \$	Bird

🔍 SHARED INVENTORY 🔍

Item	Club Name	Item type (equipment, material, land)	Quantity	Storage Room (Mun.ca, Bird, CCI-117, other offices)	WHEN IS IT AVAILABLE

MCSS and AESUS Clubs Fund Request Form

MCSS Club Funding

Macdonald Campus Students' Society (MCSS) contribute to betterment of student life by encouraging and facilitating student activities. Since 1914, the Clubs Fund is a source of financial assistance for events and activities. All recognized clubs of MCSS are eligible for the fund. Applications are reviewed by the MCSS executive council for approval in accordance with the following criteria:

- A recognized club of MCSS (To create a new club, meet with the MCSS Secretary);
- Clubs may not restrict any undergraduate students from participating in activities;
- Proposed activities should be aimed to benefit undergraduate students;
- Proposed activities must have specific objectives, time frame and budget;
- Publicity of activities must obey the MCSS 'poster policy';
- Proof of compliance, in the form of receipts, must be submitted to the MCSS office and failure to do so will result in the automatic loss of funding;
- MCSS will NOT fund:
 - Food for closed events; (club executives only)
 - Food for non-advertised events;
 - Alcohol;
 - Accommodation.
- The Council will only approve a fund request once the club in question has completed its inventory. This will then allow the clubs to become familiar with what resources are available to them.
- It is at the Council's discretion to approve or refuse funding for any club and/or event.

BOOK ME!

Item	Club Name	Item type (equipment, material, land)	Quantity	Storage Room (Munica, Bird, CCI-117)	Date Borrowed	Date Returned

Person Responsible:

Vice-President Finance

Purchasing of Furniture and Electronic Equipment

Before the purchasing of furniture or electronic equipment of any kind the sustainability of the selected items must first be evaluated using the criteria mentioned in the table below. Also, if items are found in a second hand store they must be good quality and be able to serve MCSS for many years.

Cost categories	Product A	Product B
Acquisition (base cost)		
Transportation (Shipping)		
Extended Warranty		
Installation (direct/indirect)		
Energy consumption (direct/indirect)		
Management of packaging waste		
End-of-life management		
Maintenance cost		
Training		
Consumables		
Additional equipment/products required		
Available in large quantities		
Store location		
Total		

This table can be used to help MCSS purchaser(s) to compare two or more products or can be used to demonstrate descriptive information concerning items purchased.

Example: Comparing the durable cups and the cold compostable cups (16oz)

Cost categories	Product A (Durable Plastic)	Product B (Compostable)
Acquisition (base cost)	1.50\$	0.30\$
Transportation (Shipping)	Depends on the quantity purchased	Free is over 99\$
Extended Warranty	N/A	N/A
Installation (direct/indirect)	N/A	N/A
Energy consumption (direct/indirect)	N/A	N/A
Management of packaging waste	Recycle	Recycle
End-of-life management	Dishwasher safe, recyclable after	Compostable
Maintenance cost	Minimum	Minimum
Training	N/A	N/A
Consumables	Reusable	1 use only
Additional equipment/products required	N/A	N/A
Available in large quantities	Yes	Yes
Store location	Canada (Toronto)	Canada (Alberta)

Additional information concerning the compostable cups:

- Certified organic
- Biodegradable

Additional information concerning the durable plastic cups:

- Break-resistant
- Dishwasher-safe SAN plastic

In this example, the table is used to demonstrate descriptive information concerning the two products that will be purchased and utilized for a large variety of MCSS-run events. Based on the information displayed in the table, the durable cups are the better option, particularly from an environmental and economic perspective. The compostable cups will act as an excellent plan B in the case of complications with the durable plastic cups and can also be used for large events such as BBQs and bake sales.

Contact Information:

Compostable products: <http://www.greenmunch.ca/>

Durable plastic cups: <http://www.solocup.com/canada>

Person Responsible:

President

Vice-President Finance

Vice-President Business Operations

Accountants Administrator

EVENT GUIDELINES

BBQ (FALL AND WINTER SEMESTER)

Before Event:

- Establish what the event requirements are:
- Here at Mac, we strive to support locally grown produce and juices. Here is a list of food suppliers ranked from most local (higher priority) to less local (lowest priority).

Food

Macdonald Campus:

- All greenhouse production courses (**If quantities are available)
- MSEG, Horticulture Center & Community Garden

Local Farms:

- Carya (diversified vegetable producers)
- Zephyr (diversified vegetable producers)
- Tournesol (diversified vegetable producers)
- Coop Du Grand Orme

Local Public Markets:

- Marché St-Anne (Only Saturday Morning)
- Marché Ile Perrault (Summer, Wednesday from 14:00-21:00)

Other:

- Marché Richelieu
- Adonis
- Costco

If ice cream is served, the distributor should ensure that material used to serve the ice cream is compostable or recyclable.

Are plates required? If so, what kind?

- Compostable plates are available through MCSS inventory particularly for large events.
- MSCC should encourage people living both on and off campus to bring their own plates or containers in order to minimize waste. Find an incentive!

- Recycling, compost and garbage bins should be prepared prior to the event and should be stored within proximity of the event location. The number of each respective bin should be

Are napkins required?

- Green or Eco napkins are available through MCSS inventory.

Drink (non-alcoholic)

Macdonald Campus:

- Horticulture Center

Local Farms:

- Coop Du Grand Orme

Local Public Markets:

- Marché St-Anne (Only Saturday Morning)
- Marché Ile Perrault (Summer, Wednesday from 14:00-21:00)

Other:

- Marché Richelieu
- Adonis
- Costco

Drink (alcoholic)

- If alcohol is purchased from la SAQ it would be preferable if it were locally produced.
- If an event is sponsored, the alcoholic beverages that are sold should be locally produced.

Are cups required? If so, what kind?

- For large events such as this compostable cups can be made available through the MCSS inventory.

representative of the size and nature of the event. On the day of the event, all bins must be evenly distributed throughout the event site.

- The BBQs should be washed and prepared prior to the event and stored within proximity of the event location.
- An announcement should be made prior to the event to inform clubs that they should produce club posters that are permanent and reusable.

During the Event:

- The individual(s) planning the event will be responsible for ensuring that event participants are making proper use of the recycling, compost and garbage bins. If a bin is full, they must replace it with an empty one.

After Event:

- The individual(s) planning the event will be responsible for ensuring that all appropriate food waste be placed in the compost bin(s) along with the compostable cups, that all plastic waste be placed in the recycle bin(s) and that all remaining waste be placed in the garbage.
- The BBQs used during the event should be washed and stored appropriately.
- All of the garbage, compost and recycle bins must then be brought to the collection site where they will eventually be collected by the city of Saint-Anne-de-Bellevue.

CARNIVAL WEEK

Woodsman competition

Before Event:

- Establish what the event requirements are:
- Here at Mac, we strive to support locally grown produce and juices. Here is a list of food suppliers ranked from most local (higher priority) to less local (lowest priority).

Food

Macdonald Campus:

- All greenhouse production courses (**If quantities are available)
- MSEG, Horticulture Center & Community Garden

Local Farms:

- Carya (diversified vegetable producers)
- Zephyr (diversified vegetable producers)
- Tournesol (diversified vegetable producers)
- Coop Du Grand Orme

Local Public Markets:

- Marché St-Anne (Only Saturday Morning)

- Marché Ile Perrault (Summer, Wednesday from 14:00-21:00)

Other:

- Marché Richelieu
- Adonis
- Costco

Are plates required? If so, what kind?

- Standard plates are available in the kitchen just behind the Ceilidh.
- Compostable plates are available through MCSS inventory particularly for large events.

Are utensils required?

- Utensils are available in the kitchen just behind the Ceilidh.

Are napkins required?

- Green or Eco napkins are available through MCSS inventory.

Drink (non-alcoholic)

Macdonald Campus:

- Horticulture Center

Local Farms:

- Coop Du Grand Orme

Local Public Markets:

- Marché St-Anne (Only Saturday Morning)
- Marché Ile Perrault (Summer, Wednesday from 14:00-21:00)

Other:

- Recycling, compost and garbage bins should be prepared prior to the event and should be stored within proximity of the event location. These number of each respective bin should be representative of the size and nature of the event. On the day of the event, all bins must be evenly distributed throughout the event site.

During the Event:

- The individual(s) planning the event will be responsible for ensuring that event participants are making proper use of the recycling, compost and garbage bins. If a bin is full, they must replace it with an empty one.

After Event:

- The individual(s) planning the event will be responsible for ensuring that all appropriate food waste be placed in the compost bin(s) along with the compostable cups, that all plastic waste be placed in the recycle bin(s) and that all remaining waste be placed in the garbage.
- All of the garbage, compost and recycle bins must then be brought the collection site where they will eventually be collected by the city of Saint-Anne-de-Bellevue.

Judging competition

Before Event

- Establish what the event requirements are:
 - Is the event going to be catered? If so, those planning the event should contact on campus organizations such as MSEG & OGP as they are fully capable of cooking for an event such as this.
 - If for some reason the school organizations previously mentioned are unable to perform the required catering, a professional catering company may be contacted. This company should:
 - Use table cloths that are reusable
 - Use either standard plates or compostable plates
 - Use either standard glass cups or compostable cups

- Marché Richelieu
- Adonis
- Costco

Drink (alcoholic)

- If alcohol is purchased from la SAQ it would be preferable if it were locally produced.
- If an event is sponsored, the alcoholic beverages that are sold should be locally produced.

Are cups required? If so, what kind?

- For relatively small events glass cups can be used and are available in the kitchen just behind the Ceilidh.
- For large events durable plastic and compostable cups can be made available through the MCSS inventory.

- * If the company does not have the specified material, MCSS could provide them with durable plastic or compostable cups and reusable table cloths available through the inventory.
 - Food & Drink
 - It would be preferable that all food and drink served at this event be locally produced.
- Recycling, compost and garbage bins should be prepared prior to the event and should be stored within proximity of the event location. These number of each respective bin should be representative of the size and nature of the event. On the day of the event, all bins must be evenly distributed throughout the event site.

During the Event:

- The individual(s) planning the event will be responsible for ensuring that event participants are making proper use of the recycling, compost and garbage bins. If a bin is full, they must replace it with an empty one.
- If used, the durable plastic cups should be washed systematically throughout the night.

After Event:

- The individual(s) planning the event will be responsible for ensuring that all appropriate food waste be placed in the compost bin(s) along with the compostable cups, that all plastic waste be placed in the recycle bin(s) and that all remaining waste be placed in the garbage.
- All of the garbage, compost and recycle bins must then be brought to the collection site where they will eventually be collected by the city of Saint-Anne-de-Bellevue.
- If used, the durable cups should be collected, washed and stored appropriately.

Woodsman & Judging parties

- For events such as these, please refer to the guidelines associated with a regular Ceilidh or Rec night.

CASINO & HALLOWEEN NIGHT

Before Event:

- Establish what the event requirements are:
 - Food
 - If food is sold at this event, it should be distributed on compostable plates only.
 - Such plates are available through the MCSS inventory.
 - Drink (alcoholic &/or non-alcoholic)
 - Are cups required? If so, what kind?
 - For large events compostable cups can be made available through the MCSS inventory.
- Recycling, compost and garbage bins should be prepared prior to the event and should be stored within proximity of the event location. These number of each respective bin should be

representative of the size and nature of the event. On the day of the event, all bins must be evenly distributed throughout the event site.

- Drink tickets (Rack, Beer, Shot) and admission tickets should be ordered.
- MCSS will implement a permanent system through which they can indicate the names and prices of the drinks being served.
 - Dry erase board
 - Chalk Board
 - Permanent system - inside ballroom next to bar
- Decoration arrangements should be made.
 - If the decorations are to be rented:
 - The selected company should be contacted
 - Drop-off/pick-up arrangements should be organized and scheduled with the company.
 - If MCSS must choose a new decoration rental company they must use the comparison table in order to establish which would be the most sustainable option.

During the Event:

- The individual(s) planning the event will be responsible for ensuring the event participants are making proper use of the recycling, compost and garbage bins. If a bin is full, they must replace it with an empty one.

After Event:

- The individual(s) planning the event will be responsible for ensuring that all appropriate food waste be placed in the compost bin(s) along with the compostable cups, that all plastic waste be placed in the recycle bin(s) and that all remaining waste be placed in the garbage.
- The drink tickets will be collected at the end of the night. Tickets that are not damaged may be reused for the next large event and those that are damaged should be shredded and placed in the recycling bin. All admission tickets will be shredded and recycled.
- All of the garbage, compost and recycle bins must then be brought to the collection site where they will eventually be collected by the city of Saint-Anne-de-Bellevue.
- MCSS should ensure that the decorations are indeed picked-up by the rental company.

CEILIDH & REC NIGHT

Before Event:

- Establish what the event requirements are:
 - Food
 - If food is sold at this event, it should be distributed on compostable plates only.
 - Such plates are available through the MCSS inventory.
 - Drink (alcoholic &/or non-alcoholic)
 - Are cups required? If so, what kind?

- For events such as these glass cups can be used and area available in the kitchen just behind the Ceilidh.
- A sufficient number of rags should be washed and prepared prior to the event in question.
- Small compostable bins should be placed behind the bar to collect orange, lime and lemon peels.
- Recycling and garbage bins should be placed in the kitchen.
- It would be preferable that MCSS implement a soft drink gun into the bar so as to minimize the amount of waste generated due to aluminum cans.

During the Event:

- The individual(s) planning and managing the event should be responsible for cleaning the glass cups systematically throughout the course of the event. They should also be sure to place all compostable cups in the compost bins.
- If a glass cup is broken, MCSS is responsible for collecting and disposing of the broken glass appropriately.
- All bartenders are responsible for placing orange, lime and lemon peels in the small compost bins available behind the bar.

After Event:

- The individual(s) planning and managing the event will be responsible for ensuring that all appropriate food waste be placed in the compost bin(s) along with the compostable cups, that all plastic waste be placed in the recycle bin(s) and that all remaining waste be placed in the garbage.
- All of the garbage, compost and recycle bins must then be brought the collection site where they will eventually be collected by the city of Saint-Anne-de-Bellevue.
- All rags that were used during the event should be washed and stored appropriately.

FOUNDER'S DAY - FREE LUNCHES - NO JURISDICTION

After Event:

- Once the event has come to a close, MCSS staff is responsible for ensuring that all appropriate food waste be placed in the compost bin(s) along with the compostable cups, that all plastic waste be placed in the recycle bin(s) and that all remaining waste be placed in the garbage.
- All of the garbage, compost and recycle bins must then be brought the collection site where they will eventually be collected by the city of Saint-Anne-de-Bellevue.

FROSH WEEK

****This procedure applies for all events occurring during this particular week**

Before Event:

- Establish what the event requirements are:
- Here at Mac, we strive to support locally grown produce and juices. Here is a list of food suppliers ranked from most local (higher priority) to less local (lowest priority).

Food

Macdonald Campus:

- All greenhouse production courses (**If quantities are available)
- MSEG, Horticulture Center & Community Garden

Local Farms:

- Carya (diversified vegetable producers)
- Zephyr (diversified vegetable producers)
- Tournesol (diversified vegetable producers)
- Coop Du Grand Orme

Local Public Markets:

- Marché St-Anne (Only Saturday Morning)
- Marché Ile Perrault (Summer, Wednesday from 14:00-21:00)

Other:

- Marché Richelieu
- Adonis
- Costco

Are plates required? If so, what kind?

- Standard plates are available in the kitchen just behind the Ceilidh.
- Compostable plates are available through MCSS inventory particularly for large events.

Are utensils required?

- Utensils are available in the kitchen just behind the Ceilidh.

Are napkins required?

- Green or Eco napkins are available through MCSS inventory.

- Recycling, compost and garbage bins should be prepared prior to the event and should be stored within proximity of the event location. These number of each respective bin should be representative of the size and nature of the event. On the day of the event, all bins must be evenly distributed throughout the event site.
- If the people planning the event wish to distribute T-shirts or any other type of clothing they should ensure that they meet the following requirements or criteria:

Drink (non-alcoholic)

Macdonald Campus:

- Horticulture Center

Local Farms:

- Coop Du Grand Orme

Local Public Markets:

- Marché St-Anne (Only Saturday Morning)
- Marché Ile Perrault (Summer, Wednesday from 14:00-21:00)

Other:

- Marché Richelieu
- Adonis
- Costco

Drink (alcoholic)

- If alcohol is purchased from la SAQ it would be preferable if it were locally produced.
- If an event is sponsored, the alcoholic beverages that are sold should be locally produced.

Are cups required? If so, what kind?

- For relatively small events glass cups can be used and are available in the kitchen just behind the Ceilidh.
- For large events durable plastic and compostable cups can be made available through the MCSS inventory.

- 100% certified organic cotton
- Low cost shipping
- Canadian
- Name of supplier:
 - Quality sports Inc.
 - Carries and entire Eco/ Organic line from the Anvil Catalog
 - Also carries an organic line from American Apparel

Contact Information:

- For more information please contact the bookstore manager or the two websites listed below.
 - AnvilCatalog:
http://catalogplus.ca/product_details.asp?PID=420&CatID=Tshirts&Dis=Anvil
 - American Apparel:
<http://www.americanapparel.net/wholesaleresources/ExpressOrder/catalog/category.aspx?cid=2170>
- An alternative to ordering T-shirts, would be to ask the students participating in the event to bring their own articles of clothing and have them stamped with the logo of choice.
 - For any other material required for the event please refer to the shared club inventory. If the material in question cannot be found then they must be ordered. The material must meet the following criteria:
 - Made from recycled paper or plastic
 - Biodegradable

During the Event:

- The individual(s) planning the event will be responsible for ensuring that event participants are making proper use of the recycling, compost and garbage bins. If a bin is full, they must replace it with an empty one.

After Event:

- The individual(s) planning the event will be responsible for ensuring that all appropriate food waste be placed in the compost bin(s) along with the compostable cups, that all plastic waste be placed in the recycle bin(s) and that all remaining waste be placed in the garbage.
- All of the garbage, compost and recycle bins must then be brought the collection site where they will eventually be collected by the city of Saint-Anne-de-Bellevue.

GENERAL PROTOCOL FOR PEOPLE SELLING FOOD AT BOTH CENTENNIAL CENTER AND MACDONALD STEWART BUILDING

- All food being sold should be served on compostable plates& or napkins.
- All beverages that are sold should be served in compostable cups.
- As an extra precaution, those serving the food or beverages should make a note of reminding those purchasing the goods that the plates and cups are compostable. This would minimize the number of plates and cups placed in the garbage.

GRADUATION PARTIES

Before Event

- Establish what the event requirements are:
 - Is the event going to be catered? If so, those planning the event should contact on campus organizations such as MSEG & OGP as they are fully capable of cooking for an event such as this.
 - If for some reason the school organizations previously mentioned are unable to perform the required catering, a professional catering company may be contacted. This company should:
 - Use table cloths that are reusable
 - Use either standard plates or compostable plates
 - Use either standard glass cups or compostable cups
 - * If the company does not have the specified material, MCSS could provide them with durable plastic or compostable cups and reusable table cloths available through the inventory.
 - Food & Drink
 - It would be preferable that all food and drink served at this event be locally produced.
- Recycling, compost and garbage bins should be prepared prior to the event and should be stored within proximity of the event location. These number of each respective bin should be representative of the size and nature of the event. On the day of the event, all bins must be evenly distributed throughout the event site.
- Decoration arrangements should be made.
 - If the decorations are bought for a single event, the people organizing the event should ensure that they are disposed of appropriately.
 - If the decorations are to be rented:
 - The selected company should be contacted
 - Drop-off/pick-up arrangements should be organized and scheduled with the company.
 - If MCSS must choose a new decoration rental company they must use the comparison table in order to establish which would be the most sustainable option.

During the Event:

- The individual(s) planning the event will be responsible for ensuring that event participants are making proper use of the recycling, compost and garbage bins. If a bin is full, they must replace it with an empty one.

After Event:

- The individual(s) planning the event will be responsible for ensuring that all appropriate food waste be placed in the compost bin(s) along with the compostable cups, that all plastic waste be placed in the recycle bin(s) and that all remaining waste be placed in the garbage.

- If used, the raffle tickets will be collected at the end of the night, shredded and placed in the recycling bin.
- All of the garbage, compost and recycle bins must then be brought the collection site where they will eventually be collected by the city of Saint-Anne-de-Bellevue.
- MCSS should ensure that the decorations are indeed picked up by the rental company.

OUT OF THE GARDEN PROJECT (OGP) BREAKFAST, LUNCH & HAPPY BELLY:

- Establish what the event requirements are:
- Here at Mac, we strive to support locally grown produce and juices. Here is a list of food suppliers ranked from most local (higher priority) to less local (lowest priority).

Food

Macdonald Campus:

- All greenhouse production courses (**If quantities are available)
- MSEG, Horticulture Center & Community Garden

Local Farms:

- Carya (diversified vegetable producers)
- Zephyr (diversified vegetable producers)
- Tournesol (diversified vegetable producers)
- Coop Du Grand Orme

Local Public Markets:

- Marché St-Anne (Only Saturday Morning)
- Marché Ile Perrault (Summer, Wednesday from 14:00-21:00)

Other:

- Marché Richelieu
- Adonis
- Costco

Are plates required? If so, what kind?

- Standard plates are available in the kitchen just behind the Ceilidh.

Are utensils required?

- Utensils are available in the kitchen just behind the Ceilidh.

Are napkins required?

- Green or Eco napkins are available through MCSS inventory.

- Recycling, compost and garbage bins should be prepared prior to the event and placed in the kitchen.

Drink (non-alcoholic)

Macdonald Campus:

- Horticulture Center

Local Farms:

- Coop Du Grand Orme

Local Public Markets:

- Marché St-Anne (Only Saturday Morning)
- Marché Ile Perrault (Summer, Wednesday from 14:00-21:00)

Other:

- Marché Richelieu
- Adonis
- Costco

Drink (alcoholic)

- If alcohol is purchased from la SAQ it would be preferable if it were locally produced.
- If an event is sponsored, the alcoholic beverages that are sold should be locally produced.

Are cups required? If so, what kind?

- For relatively small events glass cups can be used and are available in the kitchen just behind the Ceilidh.

During the Event:

- Those people organizing the event should ensure that the dishes be washed systematically throughout the length of the event.
- The waste and left over food should be disposed of appropriately.

After the Event:

- The individual(s) planning the event will be responsible for ensuring that all appropriate food waste be placed in the compost bin(s) along with the compostable cups, that all plastic waste be placed in the recycle bin(s) and that all remaining waste be placed in the garbage.
- All of the garbage, compost and recycle bins must then be brought the collection site where they will eventually be collected by the city of Saint-Anne-de-Bellevue.
- All dishes must be washed and stored appropriately.

CLUB GUIDELINES

CLUBS or any other organization that may want to use the ballroom or Ceilidh. Select the event requirements that pertain to your particular event and follow the guidelines related to each.

Examples of Events: Wine and cheese, Oktoberfest, Fundraisers....

Event Requirements:

Here at Mac, we strive to support locally grown produce. Here is a list of food suppliers ranked from most local (higher priority) to less local (lowest priority).

Food

Macdonald Campus:

- All greenhouse production courses (**If quantities are available)
- MSEG, Horticulture Center & Community Garden

Local Farms:

- Carya (diversified vegetable producers)
- Zephyr (diversified vegetable producers)
- Tournesol (diversified vegetable producers)
- Coop Du Grand Orme

Local Public Markets:

- Marché St-Anne (Only Saturday Morning)
- Marché Ile Perrault (Summer, Wednesday from 14:00-21:00)

Other:

- Marché Richelieu
- Adonis
- Costco

Are plates required? If so, what kind?

- Standard plates are available in the kitchen just behind the Ceilidh.
- Compostable plates are available through MCSS inventory particularly for large events.

Are utensils required?

- Utensils are available in the kitchen just behind the Ceilidh.

Are napkins required?

- Green or Eco napkins are available through MCSS inventory.

Drink (non-alcoholic)

Macdonald Campus:

- Horticulture Center

Local Farms:

- Coop Du Grand Orme

Local Public Markets:

- Marché St-Anne (Only Saturday Morning)
- Marché Ile Perrault (Summer, Wednesday from 14:00-21:00)

Other:

- Marché Richelieu
- Adonis
- Costco

Drink (alcoholic)

- If alcohol is purchased from la SAQ it would be preferable if it were locally produced.
- If an event is sponsored, the alcoholic beverages that are sold should be locally produced.

Are cups required? If so, what kind?

- For relatively small events glass cups can be used and are available in the kitchen just behind the Ceilidh.
- For large events durable plastic and compostable cups can be made available through the MCSS inventory.

During the Event:

- The individual(s) planning the event will be responsible for ensuring the event participants are making proper use of the recycling, compost and garbage bins. If a bin is full, they must replace it with an empty one.

After Event:

- The individual(s) planning the event will be responsible for ensuring that all appropriate food waste be placed in the compost bin(s) along with the compostable cups, that all plastic waste be placed in the recycle bin(s) and that all remaining waste be placed in the garbage.
- All of the garbage, compost and recycle bins must then be brought the collection site where they will eventually be collected by the city of Saint-Anne-de-Bellevue.